

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-296

OPENING DATE: 13 October 2006

CLOSING DATE: 13 November 2006

ANTICIPATED FILL DATE: 24 Dec 06

POSITION TITLE AND NUMBER

Community Relations Specialist
PDCN 70572000, MD # 1921-55

UNIT/ACTIVITY AND DUTY LOCATION

Camp Butner Training Site
NCARNG, Ft. Fisher, North Carolina

GRADE AND SALARY (Includes Locality Pay of 12.52%)

GS-0301-07 \$35,111.00-\$45,648.00 (Trainee) per annum

GS-0301-09 \$42,955.00-\$55,846.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 12 months of specialized experience for GS-07 or 24 month specialized experience for GS-09 that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 12 months for GS 07 or 24 months for GS-09 of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to plan and coordinate multiple workloads and schedule assignments.
2. Ability to communicate both orally and in writing.
3. Ability to gather information from a variety of hard copy and electronic research sources, interviews, and through a personal understanding of the training center mission, etc.
4. Knowledge and skill sufficient to obtain reliable information on the target audience's reaction to presented materials.
5. Knowledge and experience with the general office and specific computer hardware and software applications.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

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MILITARY ASSIGNMENT: Assignment to a compatible Officer/Enlisted position in the NCARNG. (Q: 01A; Enl 46)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statements.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Prepares news releases and feature articles describing exhibitions, presentations, ceremonies, and related activities occurring at the training center. Responds orally and in written form to requests for information by determining the nature of the data required. Collects and assembles materials, using appropriate formats and style, and based on needs and organizational practices. Evaluates the local media to identify potential community problems or areas of friction and advises training center officials concerning the causes of the problems and suggested methods for resolving them. Gathers data on public reactions to information programs. Analyzes collected data and draws appropriate conclusions. Offers substantive and meaningful recommendations for improving various aspects of informational materials. Interviews and confers with pertinent functional managers and specialists to obtain the latest information for use in news releases, films, radio programs, articles and meetings with media representatives. Assists with the planning and execution of information campaigns. Disseminates results of successful projects to stimulate adoption of their results by state and local governments as well as private and special interest groups. Develops written materials, which transmit information concerning the nature and purpose of the training center's programs, projects and items of concern to the community or to more specialized target audiences. Prepares and disseminates news releases and feature articles to local and national media for print. Selects photographs or digital images to accompany releases. Coordinates programs and public releases with Garrison Commanders and personnel. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974